

DRAFT
INFORMATION TECHNOLOGY BOARD (ITB)

MINUTES

October 4, 2012

Members or Designees present:

Janet Kelly, Chairperson, Department of Administration; **Dick Clark**, State of Montana CIO, Department of Administration; **Susan Fox**, Legislative Services Division; Amy Sassano (designee for **Dan Villa**), Office of Budget Program Planning; Margaret Kauska (designee for **Dan Bucks**), Department of Revenue; and Commissioner James Reno, Yellowstone County.

Via Conference Call: **Representative James Knox and Amanda Kelly, Clerk and Recorder Judith Basin County.**

Guests present:

Michael Sweeney, Department of Administration; **Dan Chelini**, Department of Environmental Quality; **Joe Frohlich**, Ravalli County; **Terry Lundberg**, Department of Public Health and Human Services; **Hank Trenk**, Legislative Services Division; **Tab Dougherty**, Office of Public Instruction; **Shawn Engel**, Gartner and **Sandra Barrows**, Barrows Consulting.

SITSD Attendees:

Anita Bangert, Pat Boles, Tammy Stuart, Doug Volesky, Gordy Conn and Cindy Mitchell

Call to Order and Introductions – Janet Kelly

Chairperson Kelly called the meeting to order at 9:05 a.m., welcomed the Board and audience to the October Information Technology Board meeting. Members and designees present introduced themselves.

PM Central – Project Management Tool Overview – Tammy Stuart

To view the handout, please click on the following link: [PM Central](#)

- Ms. Stuart gave a brief overview of the Project Management (PM) Central Tool
 - PM Central is an application that runs within SharePoint
 - This tool helps you manage projects in detail
 - This tool interfaces with Microsoft Project
- Project Managers and team members have the ability to go directly into the tool to input data and all the information will roll up into a status dashboard, which can display text and graphics
- The difference between PM Central and Microsoft Project is that Microsoft Project only has a schedule. PM Central has much more to offer and is easier to use because information is implemented into a database and it rolls up for display to all team members
- Please go through the Customer Relations Managers for procurement information

- This tool takes a holistic approach to project management
- Mr. Bucks appreciates the fact that State Information Technology Services Division (SITSD) is assisting agencies with this PM tool.
 - He informed the Board that he is concerned with the project management policies and processes. Department of Revenue uses project management excessively in there agency but not in the same sense as SITSD uses technology.
 - Chairperson Kelly said this redefines project management and its uses. It is discussed regularly in IT projects. You can use project management to make your work life easier.
 - More information will be distributed on trainings available for local government.

IT Project Status Report – Anita Bangert

To view the presentation, please click on the following link: [Project Update](#)

- Ms. Bangert briefed the Board on each report in the project update.
 - Mr. Clark stated that IT used to be an aside of the Legislative Finance Committee (LFC) because they see the number needed to spend. Based on the progression of IT, the LFC wants to know how much money the state of Montana is putting into IT in all levels of management.
 - In the Montana Information Technology Act (MITA), it states we have to report to the appropriate committee. As these committees have matured, they want more information on total costs and exposure of risk.
 - Ms. Fox said she is frustrated with the legislature's approach to IT. She continued by stating that she believes there needs to be better discussions to the integrated approach on the cost of IT instead of focusing in dollars. Can ITB help the finance committee have a rich discussion on the use of state resources? This is a good transition, but there are discussions not happening that should be.
 - Commissioner Reno stated that technology makes life a lot better and hopes our departments become advocates. IT is ingrained with every job we do.
 - Ms. Bangert said that even projects as small as \$50,000 can add up to millions of dollars.
 - People are very interested in project management. The October Project Management training sessions are full!
- The Guide for Effective Project Sponsorship can be viewed at; [Guide](#)
 - Project sponsors advocate for the projects and explain sponsorship roles.

SITSD Budget Update – Doug Volesky

To view the presentation, please click on the following link: [Update](#)

- Mr. Volesky gave a brief history of how SITSD justifies the rates and rate methodology.
 - Financial Transparency Model (FTM).
 - A standard metric of an organization's capability to plan the full cost of its products and services
 - FTM is not 'Traditional' Budgeting
 - We look at individual agency needs using SABHRS as one of the main tools
 - Budgets are based on agency budgets and their requirements
 - 90% of budgeting comes from fixed costs (Microsoft and Oracle License Enterprise Agreements)

- Through our Service Catalog you will be able to view all of our services
 - Some of the services provided are required statutorily
- Chairperson Kelly if any services that no longer are services based on customer needs. Mr. Volesky said SITSD no longer provide services – for the good of the state.
- GIS rates need to be compliant with the Federal Programs; SITSD no longer supports that service.
- Mr. Clark commented that Doug did his due diligence in finding a service to help us plan needs for our state. Montana is the first state to begin using FTM.

IT Conference Update – Gordy Conn

To view the information, please click on the following link: [Update](#)

- Mr. Conn reminded the Board that this is our 9th year holding the IT Conference with support from local government and agency representatives.
- The ITB meeting is scheduled for December 4th – there is no cost for members to attend the conference
- Our cost savings is substantial collaborating with the GIS Conference.
- Patrick Grey, Security Strategist with Cisco will be the keynote speaker during lunch on the first day of the conference.
- Wednesday, December 5th, Mr. Clark will be speaking at the local government breakfast
- The Vice President from Government Technology and Center for Digital Government will be the keynote speaker on Wednesday during lunch
- The Information Technology Managers Council (ITMC) meeting is scheduled for Friday morning.
- Thursday will have an awards ceremony – a great opportunity to get non-IT participation
- Tracks scheduled include –
 - Project Management
 - Security
 - Local Government
 - Hands on labs – technical detail (Windows 8 devices)
 - Mobile Computing – a community of knowledge

Information Technology Manager’s Council (ITMC) Update – Joe Frohlich

Mr. Frohlich informed the Board that yesterday was his first time chairing the ITMC meeting.

- Mr. Frohlich informed the Board of ITMC’s topics of interest:
 - Communities of interests and what they means to ITMC
 - Defining the roles/goals for each
 - Strategic and ongoing; reporting to ITMC once per year

Biennial Report to the Legislature – Pat Boles

To view the presentation, please click on the following link: [Report](#)

- Mr. Boles gave a brief overview of the purpose of the Biennial Report
 - This report describes progress to the Agency IT Plans and the State Strategic Plan from 2010
 - It is required in law
 - This is part of the continued effort by SITSD to develop IT resources in an organized deliberative cost effective manner

- Plan to publish the 2012 State Biennial Report for IT in November
- The posting will be on the SITSD website as well as on the legislative website
- Plan to present the final report at the December IT Conference

Public Comment

- None

Agenda items for Future Meetings

- Commissioner Reno suggested a “show and tell on GIS products”
- If you have any future agenda items, please contact Warren Dupuis at (406) 444-0415 and wdupuis@mt.gov or Cindy Mitchell at (406) 444-2426 and cmmitchell@mt.gov.

Meeting adjourned at 11:09 a.m.